

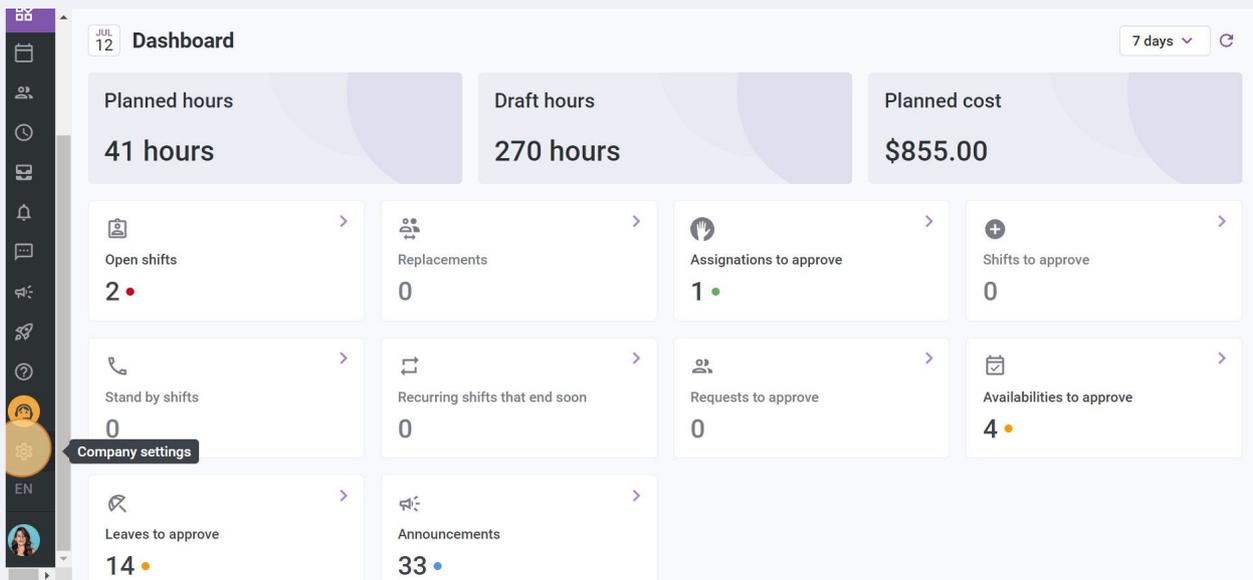
# How to enable/disable a form?



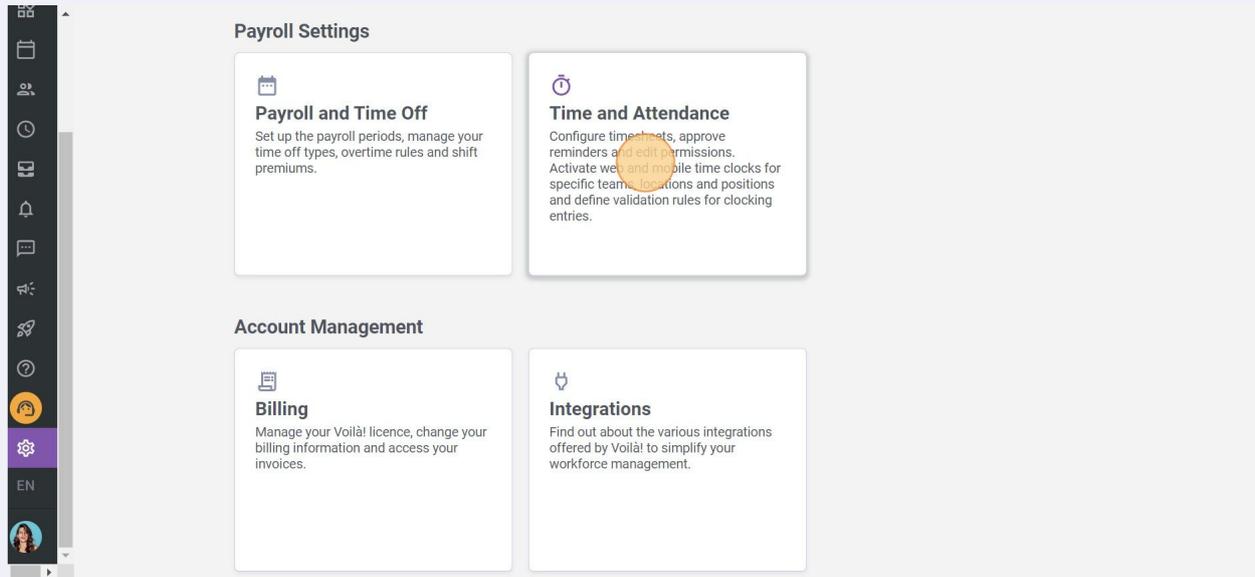
Learn how to enable/disable a form

1 Navigate to <https://console.voila.app/en/dashboard>

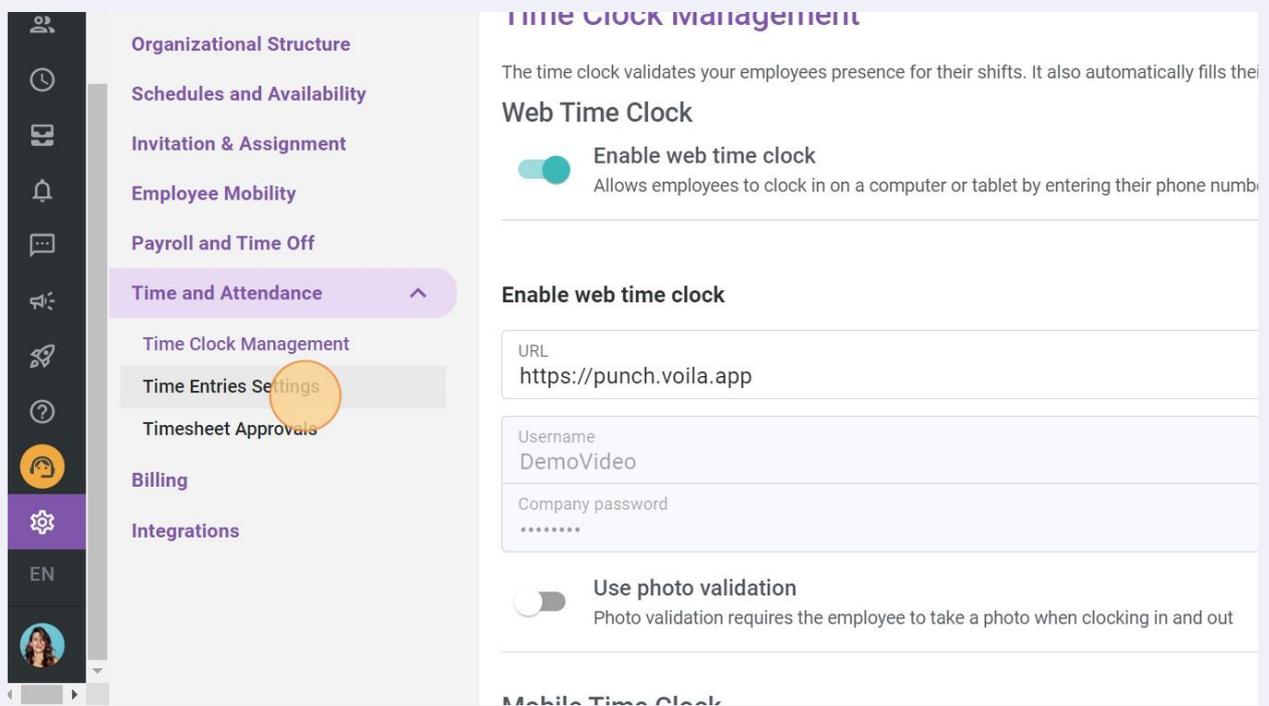
2 Click Company settings



### 3 Select Time and Attendance



### 4 Click Time Entries Settings



## 5 Click here to enable/disable a form

The screenshot shows the 'Time and Attendance' settings page. The left sidebar contains a navigation menu with 'Time and Attendance' selected. The main content area has three toggle switches: 'Any questions regarding possible clock out issues will not be asked to the employee.' (disabled), 'Disable questions about break issues on clock out' (disabled), and 'Automatic shift closing' (disabled). Below these is the 'Forms' section, where the 'Enable a form' toggle is disabled. A description states: 'When a form is enabled, your employees will need to answer the questions correctly before they can check into their shift.' Below the 'Forms' section is the 'Custom Time Entries Settings' section, which includes a table of settings for different applications.

Settings application			
▼	👤 Clinic	🏢 Nurse	📍 Location 3
▼	👤 Exemple 1	🏢 Nurse	📍 Lieu 1
▼	🏢 Nurse		

## 6 Click on Forms drop down menu

The screenshot shows the 'Time and Attendance' settings page. The left sidebar is the same as in the previous image. In the 'Forms' section, the 'Enable a form' toggle is now enabled. Below it, a dropdown menu is open, showing 'Forms' and 'Select form'. A red error message below the dropdown reads 'The field is required.' The 'Custom Time Entries Settings' section is also visible, showing the same table of settings.

# 7

## Select a form

The screenshot shows a settings page for 'Time and Attendance'. On the left is a navigation sidebar with icons and menu items: 'Back to settings', 'General Settings', 'Organizational Structure', 'Schedules and Availability', 'Invitation & Assignment', 'Employee Mobility', 'Payroll and Time Off', 'Time and Attendance' (highlighted), 'Time Clock Management', 'Time Entries Settings', 'Timesheet Approvals', 'Billing', and 'Integrations'. The main content area has a 'Forms' section with a toggle switch turned on. Below the toggle is a dropdown menu labeled 'Forms' with 'Select form' and a search bar. A search result for 'COVID-19' is visible. At the bottom, there are filters for 'Settings application' with options for 'Clinic', 'Nurse', and 'Location 3'. Above the 'Forms' section, there are two disabled toggle switches: 'Disable questions about break issues on clock out' and 'Automatic shift closing'.

< Back to settings

General Settings

Organizational Structure

Schedules and Availability

Invitation & Assignment

Employee Mobility

Payroll and Time Off

**Time and Attendance**

Time Clock Management

Time Entries Settings

Timesheet Approvals

Billing

Integrations

Any questions regarding possible clock out issues will not be asked to the employee.

**Disable questions about break issues on clock out**  
Any questions regarding possible break issues will not be asked to the employee.

**Automatic shift closing**  
The employee's departure will automatically be clocked X hours after the end of his shift.

**Forms**

**Enable a form**  
When a form is enabled, your employees will need to answer the questions correctly before they can check into their shift.

Forms  
**Select form**

COVID-19

Custom Time Entries Settings

Settings application

▼ Clinic Nurse Location 3